Guidelines for Lecturers

How to get started – Welcome!

General questions about teaching and studies

You will be assisted by the study coordinator responsible for your course of study.

Organizational issues

The office of your institute will help with organizational issues:
- setting up a personal e-mail address, and, if necessary, a personal website. The entry for the institutional and personal directory (Einrichtungs- und Personenverzeichnis; EPV) is done via the responsible institute office,
- providing a transponder key (building/office/seminar rooms), and, if necessary a (physical) mailbox,
- if required, providing a computer, installation, etc.,
- answering questions about course coordination, room booking, and the course catalogue.

Responsibilities in the institute

An overview of the responsibilities within the institute - e.g. for advising students on internships, studying abroad, recognition of examination results, etc. – you can find in the institutional and personal directory of the LUH (see in the search box "Department"; Faculty of Humanities).

For teaching

Course evaluations

According to the Lower Saxony Higher Education Act, every lecturer is obliged to carry out course evaluations. Each semester, the Faculty of Humanities sets up an online procedure for all suitable course formats and students answer the questionnaire via Stud.IP during one of the course sessions. Students and lecturers are informed about the modalities at the beginning of the semester.

Examination administration and other organizational issues

You will automatically receive access data for the online booking system from the academic examinations office (Akademisches Prüfungsamt; APA) as soon as you have been appointed as an examiner for the first time. Please keep this information in a safe place.

Structure and implementation of teaching

Module catalogue
Details on the modules of the courses of study, e.g. module supervisors, contents, competence goals, can be found in the respective module catalogues - they are usually available on the homepage of the institute.

Examination regulations (Prüfungsordnung; PO)
The examination regulations include the module overviews as well as all regulations of a course of study. All examination regulations are sorted according to study programs here.

Course planning/ Courses of study with the option of a teaching profession
Please pay attention to the binding time frames for the scheduling of your teaching. Further details on the planning, implementation, and improvement of teaching can be found here.

Course catalogue/ institutional and personal directory (EPV)

All courses offered by Leibniz University can be found in the online course catalogue. Next to the different faculties, the catalogue is structured by institutes, courses, and modules.

You will find the contact details of facilities and employees in the institutional and personal directory (EPV).

Good to know – selected notes on the examination regulations

Course achievements (Studienleistungen)

In addition to module examinations (Prüfungsleistungen), students at LUH are generally required to complete ungraded coursework that helps to practice/ test skills. Where necessary, coursework can be graded as 'not passed.'
In this case, coursework can be repeated at any time until it is passed. If possible, this should be done within the framework of the associated course and a semester.

Ungraded coursework is not a prerequisite for registering for or participating in the examination.

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Examinations (Prüfungsleistungen)

The examination regulations specify which forms of examination are possible for each module. If more than one is stated, you as instructor must inform bindingly the examination office and the students of examination regulations at the beginning of the semester. To treat everyone equally, the following applies: One format of examination for all students of a course of study! Please note the binding examination periods: Examination information & consultation.

Repeat examinations

Repeat examinations after failed examinations can usually only be registered by the student in the following registration period and take place in the following examination period. In examination variant I, these periods are in the following semester, in variant II in the same semester.

Exceptions: BA/MA theses and examinations that are linked to internships/ projects etc. outside the lecture-free period. Please enquire about the valid regulations in your institute. (Only) if students fail an exam in their final semester, should they be allowed to repeat it in the same term. In this case they can apply for an exception at the examination office.

Attendance

Regular attendance of the course is not a component of the course or examination performance. Absence from a course may not lead to the exclusion from the course. Attendance is only obligatory if it is recorded in the module description and objectively justified.

Grade recording

General information on the recording of grades can be found on the website of the Studiendekanat (Dean of Studies Office): Transferring grades to the examination office (Akademisches Prüfungsamt).

When posting examination results, please make sure to enter the date of the examination - NOT the grading date! One week after the end of the semester examination period (with the exception of course-accompanying examination (VbP): two weeks), and, under any circumstances at the end of the employment/teaching contract, all details of the lecturer must be entered into the online booking system.

Bachelor's/ Master's theses

According to the examination regulations, students may only receive topics for BA/MA theses after they have been admitted for the examination by the academic examination office. The theses have to be submitted in written form and electronically (e.g. via e-mail) to the examiner or the institute office. You have to make sure that the theses and the report are archived at the institute. Saving it on your work computer is not sufficient. Please record the date of submission (not the grading date) for the grade recording.

Plagiarism

Leibniz University IT Services provides the program *docoloc* for plagiarism recognition. Students have to agree to be checked by this software *beforehand.*

Recognition of course and examination achievements

Every institute has a person assigned to the recognition of externally completed course and examination achievements as well as for the assessment process in the case of a change of study location or subject. Please refer students only to these persons.

Withdrawal from examinations, failure to attend

According to the PO, students can withdraw from written exams up to seven days before the start of the examination, from oral and practical sports examinations up to one day before the start of the examination. For all other types of examinations according to the PO, deregistration is possible until the start of the examination. In the case of exams with a deadline, the topic is assigned at the beginning of the examination; up to this time it is possible to deregister at any time (also applies to papers and presentations). A medical certificate is required for withdrawal from an exam after the topic has been assigned or the deadline for withdrawal has expired. Non-attendance/registration within the deadline (for oral and practical sports examinations) is noted in the online booking system by the examiners with AMD (=deregistration within the specified deadline) - not with 'NER'. Further information can be found in the FAQ section of the model examination regulations under point 9 or in the online booking system under 'Operating instructions'.

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Teaching online/ Teaching in-person

The learning platform Stud.IP enables web-based communication with the participants of your courses (e.g. posting of schedules, bibliographies, working material, allocation of office hours).

<u>Online teaching and tutorials</u>

- Teaching and learning with <u>digital media</u>

- <u>Designing digital teaching</u>

- <u>Tools and tutorials</u> available at LUH

  o Tutorials for e.g. <u>campus management system Stud.IP</u>

  o Online courses with <u>BigBlueButton</u> via Stud.IP. Access to Stud.IP is possible as soon as your entry in the list of institutions and persons is available.

  o <u>WebEx</u> video conferencing tool

- <u>E-Learning support</u> offered by the ZQS/elsa. Accessing the materials or the platform does not always work. In case of questions and problems but also general interest in working, learning, and living with digital media, the E-Learning Support offers help and support.
  E-mail: <u>elearning@uni-hannover.de</u> , Phone: 762-4040 (Mon-Fri, 9-12 a.m. and 2-5 p.m.)

Further training and qualification offer

<u>Further training and qualification offer</u>: The university offers, among other things, one-off events, module programs, online courses, and two-day workshop formats. Basic teaching skills can be developed and particular aspects can be fostered.

Exchange and networking format "<u>Lehre am Mittag</u>" (teaching at noon), organized by the <u>teaching network</u>

> *These notes serve as a first orientation. For further information, please refer to the relevant regulations or*
> *https://www.phil.uni-hannover.de/de/studium/im-studium/.*
> *If you have any questions, please contact your coordinator in the Study Dean's Office.*